



**City of Hermosa Beach**

1315 Valley Drive, Hermosa Beach, CA 90254

310.318-0203 - Fax 310.372-6186

Email: [recordsrequest@hermosabch.org](mailto:recordsrequest@hermosabch.org)



PRR-19-00092

Received By: Taneshia Hudson

Referred To: \_\_\_\_\_

Date Referred: 8/7/19

## Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney-client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

<b>Name (please print):</b> Chue Qha Vang   Ref# AD8968		<b>Email:</b> chueqha.vang@theclaimscenter.com
<b>Address:</b> P.O. BOX 47604		<b>Phone:</b> 1-866-233-0353 X1531
<b>City:</b> Plymouth, MN 55447		<b>Fax:</b> 1-866-233-9627

**Record or Document Requested:**

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

My name is Chue Qha Vang and I am working on behalf of Southern California Gas Company. I am requesting a copy of building permit that was issue at 617 Longfellow Ave, Hermosa Beach, CA 90254. The building permit number B18-00055. if there is no permit, if you could please check your records, if you would able to find plumbing permit, sewer permit and/or water services permit that was issue at the location above. Please search date range 04/2017 to the end of 04/2018. I would also like to request a copy of contractor certificate of liability insurance, if required to pull the permit above. Our reference file number AD8968. Thank you for considering my request.

Photocopies are \$0.20 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.

Chue Qha Vang

(If the request is signed by a third party, please provide the name of the person on behalf of whom the request is made. If the request is signed by a third party, please provide the name of the person on behalf of whom the request is made. If the request is signed by a third party, please provide the name of the person on behalf of whom the request is made.)

08/07/2019

Signature

Date

**For Departmental Use Only:**

**Action Requested:**

☐ Review Only

☐ Copies Requested

**Action Taken:**

☐ Document Reviewed

☐ Copies Provided

☐ Refusal/Reason \_\_\_\_\_

By \_\_\_\_\_

Date \_\_\_\_\_

☐ Non-Existent Document

☐ Other (Please Explain) \_\_\_\_\_

**For City Clerk's Use Only:**

Date Requestor Notified \_\_\_\_\_

Notified By: \_\_\_\_\_

Date Picked Up or Mailed \_\_\_\_\_